

IT Strategic Plan Committee Agenda
Thursday, July 30, 2004
2:00 pm – 4:00 pm

Welcome and introductions – Ben Williams

Review of minutes from previous meeting

Review and Adoption of IT Strategic Plan Mission Statement (Attachment 1)

Format and content for the plan (discussion and possible Adoption)

- Goals – the desired end result, generally after three or more years.
- Objectives – specific and measurable targets for accomplishment of a goal. They mark interim steps toward achieving the long-term mission and goals. Linked directly to goals, objectives are measurable, time-based statements of intent. They emphasize the results of actions at the end of a specific time. There should be 2-4 per goal, incorporating “SMART” criteria:
 - **Specific** – it should reference a discrete achievement
 - **Measurable** – it should have a measurable outcome & identified metric
 - **Attainable** – it should be reasonably possible to attain
 - **Realistic** – it should be attainable within resources available
 - **Time-bound** – there should be a definitive date for achieving it
- Actions and measures – Very specific; may be several for each objective, providing a means to show measurable progress (a baseline must be developed to do so)

Discussion of Goals and key Objectives (Attachment 2) and guidelines for work plans for each Goal – Decisions by next meeting

Discussion of other possible project needs and resources:

- Scribe for future meetings
- Facilitation, especially at off-site
- Individual(s) to draft the plan
- Current trends & best practices from IT research firm analysts

Adjourn

Attachment 1
Straw Man Mission Statement

Draft Mission Statement

The mission for the use and development of information technology in California State government for the years 2005 to 2010 is as follows:

The Executive Branch of California State Government, acting in an Enterprise capacity, will acquire, manage, develop and deploy its information technology and data resources to support responsive and cost-effective State operations and to establish timely and convenient delivery of State services, benefits, and information to the public.

Attachment 2
Straw Man Strategic Plan Goals
(Revised 7/30/04)

For the next three to five years, the State will concentrate its resources to achieve **six major statewide goals** in support of the mission stated above. As individual goals are accomplished, other goals may be added to the list, and the list may be modified as appropriate in response to changing environmental conditions, priorities and resources. The six statewide goals are as follows:

1. **Lower the cost and improve the reliability of State IT Infrastructure.** The State will consolidate the management of common information technology and communications infrastructures serving the Executive Branch to improve operations at reduced cost, using the private sector as a model and benchmark for organization and competitiveness.

Relevant Committees:

- i. **Architecture & Standards**
- ii. Data Center Operations
- iii. Strategic Plan/Executive

2. **Ensure that State IT systems are secure.** The State will adopt information technology architectures and acquire technologies to secure its information technology systems.

Relevant Committees:

- i. **IT Security**
- ii. Data Center Operations
- iii. Strategic Plan/Executive

3. **Make smart services easily available to California residents and state clients.** The State will complete a customer-focused, technology-enabled transformation in government operations to provide timely, convenient, responsive and cost-effective services, benefits and information to the public, largely through web applications.

Relevant Committees:

- i. **IT Acquisitions**
- ii. Enterprise Applications
- iii. Strategic Plan/Executive

4. **Develop enterprise-wide applications to improve governmental efficiency and cost-effectiveness.** The State will replace duplicative, conflicting, and legacy financial, messaging, and human resources management systems with a common set of systems that are interoperable across all departments in State government.

Relevant Committees:

- i. **Enterprise Applications**
- ii. IT Policies
- iii. Strategic Plan/Executive

5. **Improve IT organizational capacity.** The State will develop and rebuild its information technology workforce to meet the challenges of supporting a large and complex public-sector organization in the 21st century.

Relevant Committees:

- i. **Human Resources**
- ii. IT Policies
- iii. Strategic Plan/Executive

6. **Develop an IT governance structure at departmental, state, and intergovernmental levels.** To build public trust in the State's use and management of its information technology assets and to ensure a prudent use of taxpayer dollars, the State will establish an information technology governance structure to promote (a) successful and relevant strategic planning and decision-making, (b) oversight and alignment of information technology projects and operations to ensure consistency with strategic policies, (c) operational implementation by those most directly responsible for program performance, and (d) visible and open coordination, oversight and accountability.

Relevant Committees:

- i. **Strategic Plan/Executive**
- ii. IT Policies
- iii. Human Resources